



City of Loma Linda Official Report

Mayor
Floyd Petersen, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: May 10, 2005
TO: City Council
SUBJECT: Council Bill #R-2005-20 – Authorizing destruction of certain City Finance Records

RECOMMENDATION

It is recommended that the City Council authorize destruction of the subject records.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOMA LINDA, CALIFORNIA, APPROVING
THE DESTRUCTION OF CITY RECORDS DURING
FISCAL YEAR 2004-2005

The City Council of the City of Loma Linda does hereby resolve as follows:

WHEREAS, Government Code Section 34090 authorizes the destruction of certain City records with the approval of the City Council by Resolution; and

WHEREAS, the City records identified in the list attached hereto as Exhibit "A" are no longer required for any City purpose; and

WHEREAS, the City Attorney has given his written consent to the destruction of said records; and

WHEREAS, the records in question do not affect title to real property or liens thereon, do not constitute Court records, are not required to be kept by statute, are not less than two (2) years old, and do not include any minutes, ordinances or resolutions of the City Council or of any City Board or Commission;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk or appropriate Department Head is hereby authorized to destroy the City records identified in the list attached hereto as Exhibit "A" without making a copy thereof.

PASSED, APPROVED AND ADOPTED this 10th day of May 2005 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Mayor

ATTEST:

Pamela Byrnes-O'Camb, City Clerk

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

BOX CODE
#

DETAILED LISTING OF CONTENTS DETROYED:

PAGE 1 OF 6

BANKER BOXES:

- 26 FINANCE RECORDS, 1980's: L.L. HOUSING BOND - TRUSTEE STATEMENTS
- 27 FINANCE RECORDS, 1980's: SECURITY PACIFIC - TRUSTEE STATEMENTS
- 28 FINANCE RECORDS, 1980's: COP - RDA HOUSING BANK
- 29 FINANCE RECORDS, 1980's: RDA - TA
- 30 FINANCE RECORDS, 1980's: MISCELLANEOUS BUSINESS LICENSE INFORMATION
- 31 FINANCE RECORDS, 1989-92: PARKING CITATION LOGS-FY 1989-90, 1990-91, 1991-92;
PURCHASE ORDERS: PINK FY 1991-92; INVOICES: FY 1991-92.
- 32 FORMS: - BLANK PAST DUE REMINDERS
- 33 FORMS: - BLANK NOTICE TO DISCONTINUE SERVICES
- 34 UTILITY SERVICES, 2000-01: UTILITY STUBS & LL MARKET - JAN - MAR 2001
- 35 UTILITY SERVICES, 2000-01: UTILITY STUBS & LL MARKET - OCT - DEC 2000
- 36 FINANCE RECORDS, FY 1992-93 - JOURNAL VOUCHERS
- 37 FINANCE RECORDS, FY 1992-93: FINANCIAL FILES - PAYROLL WRK SHEETS, BLUE
PO'S.
- 38 FINANCE RECORDS, FY 1992-93:FINANCIAL FILES, PINK PO'S, DEFERRED COMP,
UTILITY SVCS FILES - PRE-PAYMENT INFO
- 39 FINANCE RECORDS, FY 1992-93: FINANCIAL FILES -UTILITY SVCS INFORMATION
- 40 UTILITY SVCS, FY 1994-95: SERVICE REQUEST
- 41 FINANCE RECORDS, 1992-93: GENERAL LEDGER DETAIL REPORT, BUDGET ADJ
JOURNAL, BUDGET ADJ REGISTERS, AJE JOURNALS, AJE REGISTERS
- 42 FINANCE RECORDS, 1992-93: BACK-UP TO JOURNAL VOUCHERS
- 43 FINANCE RECORDS, 1992-93: FINANCIAL FILES - CASH RECEIPTS
- 44 FINANCE RECORDS, 1992-93: FINANCIAL FILES-RECEIPTS
- 45 UTILITY SERVICES, 2000-01: UTILITY STUBS & LL MARKET - APR TO JUNE 2001
- 46 UTILITY SERVICES, 2000-01: UTILITY STUBS & LL MARKET - JULY TO SEPT 2000
- 47 FINANCE RECORDS, 1992-94: PRE & POST ROLLOVER REPORTS FY 1992-93 & LMD
DEPOSIT 1993-94

BOX CODE
#

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

DETAILED LISTING OF CONTENTS DETROYED:

PAGE 2 OF 6

BANKER BOXES:

- 48 FINANCE RECORDS, 1992-93: REVENUE STATUS REPORTS; CHECK VOUCHER REGISTER PERIODS 14-25; CASH DISBURSEMENT; JOURNAL INVOICE REGISTER/INVOICE, JOURNAL; CASH EDIT LIST.
- 49 FINANCE RECORDS, 1992-93: EXPENDITURE STATUS REPORT; EXPENDITURE DETAIL REPORT 7-12 THRU 1-6; REVENUE DETAIL REPORT; G/R TRIAL BALANCE; DEPOSIT ACCTS BEFORE & AFTER ROLLOVER
- 66 FINANCE RECORDS, 1991-92: CASH REGISTER LEDGER, CASH EDIT, JOURNAL & SUMMARY REPORTS
- 67 UTILITY SERVICES, JULY 1997: PAST DUE & DISCONT SVCS NOTICES
- 68 UTILITY SERVICES, 1997-98: UTILITY STUBS & MARKET ENVELOPE 4/98-6/98
- 69 UTILITY SERVICES, 1997-98: UTILITY STUBS & MARKET ENVELOPE 1/98-3/98
- 70 UTILITY SERVICES, 1997-98: UTILITY STUBS & MARKET ENVELOPE 10/97-12/97
- 71 UTILITY SERVICES, 1997-98: UTILITY STUBS & MARKET ENVELOPE 7/97-9/97
- 72 UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 7/99-8/99
- 73 UTILITY SERVICES, 1996-1997: UTILITY STUBS & MARKET ENVELOPE 4/97-6/97
- 74 UTILITY SERVICES, 1996-97: UTILITY STUBS & MARKET ENVELOPE 1/97-3/97
- 75 UTILITY SERVICES, 1996-1997: PAST DUE & DISCONT SVCS NOTICES 1/97-6/97
- 76 UTILITY SERVICES, 1996-1997: PAST DUE & DISCONT SVCS NOTICES 7/96-12/96
- 77 FINANCE RECORDS, 1991-1992: JOURNAL VOUCHERS
- 78 UTILITY SERVICES, 1998-99: UTILITY STUBS & MARKET ENVELOPE 1/99-3/99
- 79 FINANCE RECORDS, 1996-97: LEDGERS: INVOICE REGISTER& JOURNAL; CASH DISBURSEMENT JOURNAL VOUCHER - CHECK REGISTER (Duplicates) - FOLDERS: CHECK/DEMAND REGISTER 1984-85, 1985-86, 1986-87, 1987-88 (Originals)
- 80 FINANCE RECORDS, 1991-92: REVENUE DETAIL REPORT, EXPENDITURE STATUS REPORT, EXPENDITURE DETAIL REPORTS, CASH REGISTER AND JOURNAL
- 81 FINANCE RECORDS, 1991-92: AJE REGISTER & JOURNAL, GENERAL LEDGER TRIAL BALANCE, GENERAL LEDGER DETAIL, REVENUE STATUS REPORT.
- 82 FINANCE RECORDS, 1991-92: CASH RECEIPTS AND JOURNAL VOUCHERS
- 83 FINANCE RECORDS, 1991-93: DEFERRED COMP, 1991-W2'S, INVOICES GOLD COPIES

CITY OF LOMA LINDA
FILES TO BE DESTROYED
BOX CODE IN THE FISCAL YEAR 2004-2005
#

DETAILED LISTING OF CONTENTS DETROYED:

PAGE 3 OF 6

- 84 UTILITY SERVICES, 1998-99: UTILITY STUBS & MARKET ENVELOPE 4/99-6/99
- 85 FINANCE RECORDS, 1991-92: PURCHASE ORDERS VOIDED, PERS-RETIREMENT INFO

BANKER BOXES:

- 86 FINANCE RECORDS, 1991-92: ACCOUNTANT FILES & MISCELLANEOUS OTHER FILES
- 87 FINANCE RECORDS, 1991-92: JOURNAL VOUCHERS MAR 92, CENTRAL SUPPLY PURCHASES FOR INVENTORY
- 91 UTILITY SERVICES, 1996-98: SIGNATURE CARDS - CLOSED
- 92 FINANCE RECORDS, 4/22/85-8/14/90: PINK COPIES-PURCHASE ORDERS #4524-7677
- 93a FINANCE RECORDS, 1991-92: CASH RECEIPTS - NOV 91 & MARCH 92, WORKERS COMP INFO, UTILITY SVCS INFO, ALPHABETICAL PURCHASE ORDERS, DEFERRED COMP STMTS, PINK NUMERICAL PURCHASE ORDERS.
- 93b UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 7/98-9/98
- 94 UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 10/98-12/98
- 95 UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 10/99-12/99
- 96 UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 1/00-3/00
- 97 UTILITY SERVICES, 1999-2000: UTILITY STUBS & MARKET ENVELOPE 4/00-6/00
- 98 FINANCE RECORDS, 1996-97: BUSINESS LICENSE MISCELLANEOUS INFORMATION
- 99a FINANCE RECORDS, 1992-93: DOG TAGS EXPIRE 6/30/03 #30998, 31001-31400
- 99b FINANCE RECORDS, 1998-99: DOG TAGS EXPIRE 6/30/99 #1301-2000

STORAGE BOXES:

- 01 UTILITY SERVICES, 1998-99: MAILING ADDRESS CHANGES - 20 SERIES
- 02 UTILITY SERVICES, 1998-99: MAILING ADDRESS CHANGES - 30 SERIES
- 03 UTILITY SERVICES, 1998-99: SERVICE ORDERS #21556-21780
- 04 UTILITY SERVICES, 1999-00: SERVICE ORDERS #21768-21943
- 05 UTILITY SERVICES, 1998-99: WORKSHEETS - 20 SERIES
- 06 UTILITY SERVICES, 2000-01: SERVICE ORDERS #28400-28952
- 07 UTILITY SERVICES, 1999-00: SERVICE ORDERS #25448-25900

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

BOX CODE
#

PAGE 4 OF 6

DETAILED LISTING OF CONTENTS DETROYED:

- 08 UTILITY SERVICES, 1999-00: NEW SIGN UP- 30 SERIES
- 09 UTILITY SERVICES, 1999-00: SERVICE ORDERS #25901-26400
- 10 UTILITY SERVICES, 1999-00: SERVICE ORDERS#26901-27215

STORAGE BOXES:

- 11 UTILITY SERVICES, 1999-00: SERVICE ORDERS #26401-26900
- 12 UTILITY SERVICES, 1997-98: WORKSHEETS - 30 SERIES
- 13 UTILITY SERVICES, 1999-99: DISCONTINUANCES - 30 SERIES
- 14 UTILITY SERVICES, 1998-99: DISCONTINUANCES- 20 SERIES
- 15 UTILITY SERVICES, 2000-01: NEW SIGN UP- 30 SERIES
- 16 UTILITY SERVICES, 2000-01: DISCONTINUANCES - 30 SERIES
- 17 UTILITY SERVICES, 2000-01: CONNECTS/NEW SIGN UP- 20 SERIES
- 18 UTILITY SERVICES, 2000-01: SERVICE ORDERS #21944-22100.
- 19 UTILITY SERVICES, 2000-01: DISCONTINUANCES - 20 SERIES
- 20 UTILITY SERVICES, 2000-01: WORKSHEETS - 30 SERIES.
- 21 UTILITY SERVICES, 1998-99: SERVICE ORDERS #25260-25447
- 22 UTILITY SERVICES, 2000-01: SERVICE ORDERS #27187-27799
- 23 UTILITY SERVICES, 2000-01: ADDRESS CHANGES- 20 SERIES
- 24 UTILITY SERVICES, 1998-99: SERVICE ORDERS #24168-24700
- 25 UTILITY SERVICES, 1998-99: SERVICE ORDERS #24701-25259
- 26 UTILITY SERVICES, 2000-01: SERVICE ORDERS #27800-28399
- 27 UTILITY SERVICES, 2000-01: ADDRESS CHANGES- 30 SERIES
- 28 UTILITY SERVICES, 1999-00: ADDRESS CHANGES- 30 SERIES
- 29 UTILITY SERVICES, 1999-00: DISCONTINUANCES- 30 SERIES
- 30 UTILITY SERVICES, 1999-2000:NEW SIGN UPS -20 SERIES
- 31 UTILITY SERVICES, 2001-02: ADDRESS CHANGES- 20 SERIES
- 32 UTILITY SERVICES, 2001-02: ADDRESS CHANGES- 30 SERIES

BOX CODE
#

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

DETAILED LISTING OF CONTENTS DETROYED:

PAGE 5 OF 6

33 UTILITY SERVICES, 1999-00:ADDRESS CHANGES -20 SERIES

LEDGERS:

50 UTILITY SERVICES, 1997-98:PRE-BILLING REP FOR SEWER & REFUSE-JAN-JUNE 98

51 UTILITY SERVICES, 1999-00:MONTH-END RECONCILIATION-OCT-DEC 1999

LEDGERS:

52 UTILITY SERVICES, 1999-00:MONTH-END RECONCILIATION APR-JUNE 2000

53 UTILITY SERVICES, 1999-00:PRE-BILLING REP FOR SEWER & REFUSE -JAN-JUN 00

54 UTILITY SERVICES, 1999-00: PRE-BILLING REP FOR SEWER & REFUSE JULY-DEC 99

55 UTILTIY SERVICES, 1999-00:MONTH-END RECONCILIATION- JAN-MAR 2000

56 UTILITY SERVICES, 1999-00: METER READ EDIT LIST W/O CHANGES JUL-DEC 99

57 UTILITY SERVICES, 1999-00:METER READ EDIT LIST W/O CHANGES JAN-JUN 00

58 UTILITY SERVICES, 2000-01: PRE-BILLING REP FOR SEWER & REFUSE

59 UTILITY SERVICES, 2001-02:METER READING EDIT LIST JAN-JUNE 2002

60 UTILITY SERVICES, 1997-98:PRE-BILLING REP FOR SEWER & REFUSE-JAN-JUNE 1998

61 UTILITY SERVICES, 1996-97:PRE-BILLING REP FOR SEWER & REFUSE-SEPT-JUNE 97

62 UTILITY SERVICES, 1997-98:PRE-BILLING REP FOR SEWER & REFUSE- JUL-DEC 97

63 UTILITY SERVICES, 1996-97:PRE-BILLING REP FOR SEWER & REFUSE- OCT 96 - JUNE 97

64 UTILITY SERVICES, 1996-97:METER EDIT LIST W/CHANGES

90 FINANCE, 1990-91: EXP DETAIL REPORT JAN - JUNE

98 UTILITY SERVICES, 1998-99:MONTH-END RECONCILIATION JUL - SEPT 98

99 UTILITY SERVICES, 1997-98:MONTH-END RECONCILIATION OCT-DEC 97

100 UTILITY SERVICES, 1997-98:MONTH-END RECONCILIATION APR-JUN 98

101 UTILITY SERVICES, 1997-98:CHANGES TO THE MASTERFILE

102 UTILITY SERVICES, 1997-98:METER EDIT LIST W/CHANGES JAN-JUN 99

103 UTILITY SERVICES, 1997-98: METER EDIT LIST /W/CHANGES JULY-DEC 1997

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

BOX CODE
#

PAGE 6 OF 6

DETAILED LISTING OF CONTENTS DETROYED:

- 104 UTILITY SERVICES, 1999-00:MONTH END RECONCILIATION JUL-SEPT 99
- 105 UTILITY SERVICES, 1997-98:METER EDIT LIST JULY-DEC 1998
- 106 UTILITY SERVICES, 1998-99:PRE-BILLING REP FOR SEWER & REFUSE JAN-JUN 99
- 107 UTILITY SERVICES, 1998-99:MONTH END RECONCILIATION JAN-MAR 99
- 108 UTILITY SERVICES, 1998-99:PRE-BILLING REP FOR SEWER & REFUSE JULY-DEC 98
- 109 UTILITY SERVICES, 1998-99:PRE-BILLING REP FOR SEWER & REFUSE JAN-JUN 99

LEDGERS:

- 110 UTILITY SERVICES, 1998-99:MONTH END RECONCILATION APR - JUNE 99
- 111 UTILITY SERVICES, 1998-99: MASTERFILE CHANGES & PAST DUE REPOTS
- 112 UTILITY SERVICES, 1998-99:METER EDIT LIST W/CHANGES JUL - DEC 1998
- 113 UTILITY SERVICES, 1997-98:METER EDIT LIST W/CHANGES JAN-JUNE 98
- 114 UTILITY SERVICES, 1997-98:METER EDIT LIST JAN - JUNE 98
- 115 UTILITY SERVICES, 1997-98:MASTER EDIT LIST JULY - DEC 97
- 116 UTILITY SERVICES, 1997-98: MONTH END RECONCILIATION JAN - MAR 98
- 117 UTILITY SERVICES, 1997-98: MONTH END RECONCILIATION JULY - SEPT 97
- 118 UTILITY SERVICES, 1998-99:MONTH END RECONCILIATION OCT - DEC 98
- 119 UTILITY SERVICES, 2000-01: MASTERFILE CHANGES & PAST DUE REPORTS
- 120 UTILITY SERVICES, 2000-01:METER READING EDIT LIST W/CHANGES JULY-DEC 00
- 121 UTILITY SERVICES, 1999-00:METER READING EDIT LIST JULY-DEC 1999
- 122 UTILITY SERVICES, 1999-00:METER READING EDIT LIST W/CHANGES JAN-JUNE 2001
- 123 UTILITY SERVICES, 2000-01: MONTH-END RECONCILIATION - APR - JUNE 2001
- 124 UTILITY SERVICES, 2000-01:METER READING EDIT LIST JAN - JUNE 2001
- 125 UTILTIIY SERVICES, 2000-01:MONTH-END RECONCILIATION- JAN-MAR 2001
- 126 UTILITY SERVICES, 2000-01:METER READING EDIT LIST W/CHANGES JAN-JUNE 01
- 127 UTILITY SERVICES, 2000-01: MONTH-END RECONCILIATION OCT-DEC 2000
- 128 UTILITY SERVICES, 2000-01:PRE-BILLING REPORT SEWER& REFUSE JULY - DEC 2000

CITY OF LOMA LINDA
FILES TO BE DESTROYED
IN THE FISCAL YEAR 2004-2005

BOX CODE

#

DETAILED LISTING OF CONTENTS DETROYED:

PAGE 7 OF 6

- | | |
|-----|---|
| 129 | <u>UTILITY SERVICES</u> , 2000-01: METER READING EDIT LIST - JULY-DEC 2000 |
| 130 | <u>UTILITY SERVICES</u> , 2000-01:MONTH-END RECONCILIATION JULY-SEPT 2000 |
| 131 | <u>UTILITY SERVICES</u> , 2001-02:PRE-BILLING REPORT SEWER & REFUSE JAN-JUNE 2000 |

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

<u>SUBJECT</u>	<u>RETENTION</u>	<u>CODE</u>
ADMINISTRATION		
ADMINISTRATIVE TRAVEL	AFTER AUDIT	NO CITATION
RISK MANAGEMENT		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
EMPLOYEE SAFETY COMMITTEE	CURRENT + 2 YRS.	CGOV-34090
LIABILITY INSURANCE POLICIES	EXPIRE + 5 YRS.	CGOV-34090
SAFETY PROGRAMS	CURRENT + 10 YRS.	CGOV-34090
OSHA/WORKERS COMP/DISABILITY	CURRENT + 10 YRS.	CGOV-34090
SCJPIA	CURRENT + 10 YRS.	CGOV-34090
CLAIMS AGAINST THE CITY	CURRENT + 5 YRS.	CGOV-34090
INCIDENT/ACC RPTS. (CITY PROP)	CURRENT + 5 YRS.	29CFR-1904.2, 1904.6
FIDELITY BONDS (EMPLOYEES)	EXPIRE + 2 YRS.	CGOV-34090
STAFF SERVICES		
DATA PROCESSING	CURRENT + 2 YRS.	CGOV-34090
POSTAL/MAILING SERVICES	CURRENT + 2 YRS.	CGOV-34090
ACCOUNTING		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
ACCOUNTS PAYABLE	AUDIT + 7 YRS.	CGOV-34090-40802
WARRANT REGISTERS	CURRENT + 15 YRS.	CGOV-26907
PROJECT REPORTS	CURRENT + 5 YRS.	CGOV-34090
MONTHLY DETAIL REPORTS	CURRENT + 10 YRS.	CGOV-34090
FORM 1099'S	CURRENT + 10 YRS.	CGOV-34090
AP CANCELLED CHECKS	AUDIT + 7 YRS.	CGOV-34090
MONTHLY STATUS REPORTS	CURRENT + 5 YRS	CGOV-34090
JOURNAL ENTRIES/DOC.	CURRENT + 10 YRS.	CGOV-34090
CASH RECEIPTS/ENTRIES/DOC.	CURRENT + 10 YRS.	CGOV-34090
ACCOUNT RECONCILIATIONS	CURRENT + 10 YRS.	CGOV-34090
FIXED ASSETS	CURRENT + 10 YRS.	CGOV-34090

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

<u>SUBJECT</u>	<u>RETENTION</u>	<u>CODE</u>
AUDITS		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090, 40802
FINANCIAL STATEMENTS/CAFR	CURRENT + 10 YRS.	CGOV-34090, 40802
AUDITS REPORTS/DOCUMENTATION	CURRENT + 10 YRS.	CGOV-34090, 40802
SINGLE AUDIT	CURRENT + 10 YRS.	CGOV-34090, 40802
BANKING		
ADMINISTRATION	CURRENT + 5 YRS.	CGOV-34090, CB&P-6915.5
BANK STATEMENTS/RECONCILIATIONS	CURRENT + 7 YRS	CGOV-34090, CB&P-6915.5
DAILY CASH/CASH FLOW REPORTS	CURRENT + 5 YRS.	CGOV-34090, CB&P-6915.5
BUDGET		
ADMINISTRATION	CURRENT + 3 YRS.	CGOV-34090, 40802
OPERATING BUDGET	CURRENT + 3 YRS.	CGOV-34090, 40802
DEPT. BUDGET/WORK PROGRAMS	CURRENT + 3 YRS.	CGOV-34090, 40802
GANN LIMIT	CURRENT + 3 YRS.	CGOV-34090
DEBT SERVICE		
ADMINISTRATION	CURRENT + 5 YRS.	CIVPROC-337
ADVISORY GROUPS	CURRENT + 5 YRS.	CGOV-34090
BONDS/NOTES/COP'S	EXPIRE + 5 YRS.	CGOV-26907.1
INVESTMENTS		
ADMINISTRATION	CURRENT + 5 YRS.	CGOV-34090, 40802
REPORTS/BANKS, SAVINGS, & LOAN	CURRENT + 5 YRS.	CGOV-34090, 40802
CUSTOMER SERVICE		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
UTILITY SIGNUP CARDS	ACTIVE + 2 YRS.	CGOV-34090

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

<u>SUBJECT</u>	<u>RETENTION</u>	<u>CODE</u>
PAYROLL		
ADMINISTRATION	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
PAYROLL DEDUCTIONS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
TIME CARDS/SHEETS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
REPORTS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
CANCELLED PAYROLL CHECKS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
FORMS W-2	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
DEDUCTION AUTHORIZATION FORMS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
WAGE ATTACH/GARNISHMENT ORDERS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
TAX DEPOSITS/QUARTERLY REPORTS	CURRENT + 5 YRS.	29CFR-516.5, 516.6, 1627.3 ET SEQ
PURCHASING		
PURCHASE ORDERS/REQUISITIONS	CURRENT + 3 YRS.	CGOV-34090
EQUIPMENT MAINTENANCE	CURRENT + 3 YRS.	CGOV-34090
STATE CONTROLLER REPORTS		
ADMINISTRATION	AUDIT + 2 YRS.	CGOV-34090
STATE CONTROLLER ANNUAL	AUDIT + 2 YRS.	CGOV-34090
STREET REPORTS	AUDIT + 2 YRS.	CGOV-34090
ANIMAL CONTROL		
LICENSES	CURRENT + 5 YRS	CGOV-34090
REVENUE & TAXATION		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090, 40802
ACCOUNTS RECEIVABLE	AUDIT + 2 YRS.	CGOV-34090, 40802
BANKRUPTCIES	CURRENT + 2 YRS.	CGOV-34090, 40802
BUSINESS TAX CERTIFICATES	EXP/ABAN + 4 YRS.	CB&P-17927
COLLECTIONS	AUDIT + 2 YRS.	CGOV-34090, 40802

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

<u>SUBJECT</u>	<u>RETENTION</u>	<u>CODE</u>
HOTEL, MOTEL, TRANSIENT TAX	AUDIT + 2 YRS.	CGOV-34090, 40802
MISCELLANEOUS FINES/REVENUES	AUDIT + 2 YRS.	CGOV-34090, 68102
PARKING/ TRAFFIC CITATIONS	AUDIT + 2 YRS.	CGOV-34090, 40802
PROPERTY TAX	AUDIT + 2 YRS.	CGOV-34090, 40802
SALES & USE TAX	AUDIT + 2 YRS.	CGOV-34090, 40802
OTHER TAXES	AUDIT + 2 YRS.	CGOV-34090, 40802
NOTES RECEIVABLE	AUDIT + 2 YRS.	CGOV-34090, 40802
PARKING CONTROL		
CITATIONS	CURRENT + 2 YRS.	CGOV-34090
AGREEMENTS/CONTRACTS		
AGRICULTURAL WATER AGREEMENTS	CURRENT + 10 YRS.	CIVPROC-337.15
FRANCHISES		
SOUTHERN CALIFORNIA EDISON	CURRENT + 10 YRS.	CGOV-34090, CIVPROC-337, 343
SOUTHERN CALIFORNIA GAS	CURRENT + 10 YRS.	CGOV-34090, CIVPROC-337, 343
REFUSE	CURRENT + 10 YRS.	CGOV-34090, CIVPROC-337, 343
OTHER	CURRENT + 10 YRS.	CGOV-34090
EMPLOYEE RECORDS		
WORKERS' COMP. CLAIM FILES	PERMANENT	CGOV-34090, 29CFR-1904.6
DISABILITY CLAIMS	TERMINATE + 5 YRS.	CGOV-34090, 29CFR-1904.6
WATER SERVICES		
ADMINISTRATION/CORRESPONDENCE	CURRENT + 2 YRS.	CGOV-34090
RATES/FEES/ADMINISTRATION	CURRENT + 5 YRS.	CGOV-34090
BILLING/COLLECTION	CURRENT + 2 YRS.	CGOV-34090
CONNECTIONS	CURRENT + 10 YRS.	CGOV-34090
POLICIES/PROCEDURES/REGULATION	CURRENT + 15 YRS.	CGOV-34090

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

<u>SUBJECT</u>	<u>RETENTION</u>	<u>CODE</u>
WASTEWATER MANAGEMENT (SEWERS)		
ADMINISTRATION/CORRESPONDENCE	CURRENT + 2 YRS.	CGOV-34090
BILLING/COLLECTION	CURRENT + 2 YRS.	CGOV-34090
RATES/FEES/ADMINISTRATIVE	CURRENT + 5 YRS.	CGOV-34090
 BFI/LOMA LINDA DISPOSAL		
CORRESPONDENCE	CURRENT + 2 YRS.	CGOV-34090
AGREEMENTS	CURRENT + 10 YRS.	CIVPROC-337.15
REGULATIONS	CURRENT + 5 YRS	CGOV-34090
 UTILITIES		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
RATES	CURRENT + 5 YRS.	CGOV-34090
REGULATIONS	CURRENT + 5 YRS.	CGOV-34090
 UTILITY TAX		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
RATES	CURRENT + 5 YRS.	CGOV-34090
REGULATIONS	CURRENT + 5 YRS.	CGOV-34090
 HOUSEHOLD HAZARDOUS WASTE		
ADMINISTRATION	CURRENT + 2 YRS.	CGOV-34090
RATES	CURRENT + 5 YRS.	CGOV-34090
REGULATIONS	CURRENT + 5 YRS.	CGOV-34090

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

SUBJECT

RETENTION

CODE

CITY OF LOMA LINDA FINANCE DEPARTMENT
FILING SYSTEM GUIDE
AND
RECORD RETENTION SCHEDULE
FISCAL YEAR 2004-2005

SUBJECT

RETENTION

CODE